

County of San Diego  
Revised: March 8, 1991  
Reviewed: Spring 2003

**CIVIL SERVICE COMMISSION ANALYST II**  
**CIVIL SERVICE COMMISSION ANALYST I**

Class No. 002406  
Class No. 002407

**DEFINITION:**

Acts as staff for the Civil Service Commission; advises and assists departments and employees on appellate personnel matters falling within the jurisdiction of the Civil Service Commission.

**DISTINGUISHING CHARACTERISTICS:**

This series is distinguished from the Administrative Analyst series by its focus on personnel policies and procedures. It is distinguished from the Departmental Personnel Officer series in that it does not administer departmental personnel policies or represent a department before the Civil Service Commission. It is distinguished from the Human Resource Analyst series by its investigative and analytical activities in support of Civil Service Rules and Commission activities and recommendations.

**Civil Service Commission Analyst I:** This is the entry - level class in the series. Under general supervision, incumbents learn to screen complaints and advise on merit issues pertaining to the County's personnel system as established in the County Charter. Incumbents perform progressively responsible hearing and investigative staff work for Commissioners.

**Civil Service Commission Analyst II:** This is the journey level class of the series. Under general supervision, incumbents attend hearings to advise and assist hearing officers in the interpretation of County personnel policies and procedures, assist with sensitive investigations, and prepare final reports on behalf of Commissioners.

**EXAMPLES OF DUTIES:**

Reviews and screens complaints and appeals; answers both general and specific questions on matters of employee discipline, selection, complaints of discrimination in personnel matters, charges filed by a citizen against a classified service employee, and the classification appeal process; interprets Civil Service rules, pertinent sections of the Compensation Ordinance and the appellant process to departmental managers, employees, employee representatives and job applicants; attends regular and special Civil Service Commission meetings and hearings; subpoenas witnesses and material for investigations and/or hearings on behalf of the Commission; participates in investigations; interprets evidence, legal authorities, policies, procedures and case precedents; advises and recommends specific courses of action to Commissioners; prepares final reports of Commissioners' findings and recommendations; assist Commissioners with administrative work related to meetings and hearings.

**Civil Service Commission Analyst II:**

All of the duties above including: fills in for the Executive Officer in his/her absence; prepares position papers on proposed legislation affecting the County's Civil Service Commission; participates in Civil Service Rules negotiations; writes reports as a result of disciplinary hearings; works with County Counsel and provides information on matters appealed to Superior Court; performs general administrative support duties for the Executive Officer, such as preparation of the departmental budget.

## **MINIMUM QUALIFICATIONS:**

Knowledge Level: T = Thorough G = General = Not Applicable

Classification Level: I = Civil Service Commission Analyst I  
II = Civil Service Commission Analyst II

### **Knowledge of:**

<b><u>I</u></b>	<b><u>II</u></b>	
G	G	Basic statistics.
G	T	Public personnel administration, systems, methods, and practices concerned with recruitment, selection, development, utilization and retention of personnel.
G	T	Legal authority, limitations and practical intent of the Civil Service Rules, and other relevant personnel authorities, governing the County of San Diego.
T	T	Principles and theory of personnel management.
T	T	Policies, practices and procedures governing selection processes, position classification and appointments.
T	T	Techniques, methods and concepts for investigating and developing clear, concise and accurate information about alleged violations of Civil Services Rules or standards of employee conduct.

### **Skills and Ability to:**

**The following skills and ability apply to both classes:**

- Interpret rules, policies, and guidelines governing the functional authorities and obligations of a public civil service, merit based personnel system.
- Analyze personnel problems or allegations and recommend appropriate and practical solutions.
- Prepare and present concise, logical oral and written reports, explaining policy, procedures and recommendations on a variety of technical personnel issues.
- Establish and maintain effective working relationships with representatives from a broad spectrum of occupations, various levels of management, and the general public.
- Complete politically and/or legally sensitive projects which have tight deadlines.

## **EDUCATION/EXPERIENCE:**

Education, training and/or experience which clearly demonstrate possession of the knowledge and skills stated above. Examples of such education and experience are:

### **Civil Service Commission Analyst I:**

A bachelor's degree in public administration or a closely related field and two (2) years of professional personnel experience, OR, four (4) years experience working in a staff, or support capacity, for a County Civil Service Commission that is authorized to oversee a merit based personnel system.

### **Civil Service Commission Analyst II:**

A bachelor's degree in public administration or a closely related field and two (2) years of professional personnel management experience, including one (1) year at the level of Civil Service Commission Analyst I with the County of San Diego, OR, two (2) years of experience at the level of a Civil Service Commission Analyst I.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve months. (Civil Service Rule 4.2.5).

**Conflict of Interest:**

Individuals hired into this class will be required to file a Conflict of Interest statement pursuant to Conflict of Interest Codes adopted by County agencies and departments and approved by the Board of Supervisors. Such statement must be filed within thirty (30) days of hiring date.